

## ASSOCIATE ENGINEER

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### **DEFINITION**

To perform complex, professional engineering work in the planning, design, survey, and investigation aspects of civil engineering projects.

### **EQUIPMENT, METHODS AND GUIDELINES**

Uses Federal, State and Local laws, policies, procedures and practices; statistical data, knowledge of public works principles and practices; knowledge of statutes related to general building practices. Uses City vehicles, telephones, PC terminal and software, calculator, FAX machine, printer and copier. Uses statistical material and a variety of resource materials.

### **WORKING CONDITIONS**

Predominantly inside work. Conditions also involve attendance at meetings, including some that are conducted during the evenings. May also include occasional irregular hours.

### **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays). Ability to lift and carry files, blue prints and plan documents.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Public Works.

May exercise indirect supervision over professional and technical staff.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Develop designs, plans, specifications and estimates for the construction of public works projects.

Inspect project sites to assist in solution of difficult problems; interpret specifications and City policy and make change orders.

Check computations, plans and specified materials for accuracy and compliance with regulations.

Prepare boundary maps, meter and bounds descriptions, perspective drawings and graphics for presentations.

Conduct traffic flow and condition studies and make recommendations for improvement.

Upgrade City standard plans and specifications; review subdivision and parcel maps.

Review and make recommendations on technical reports and studies.

Participate in the selection of private professional engineers for the development of plans, specifications, studies and reports.

Coordinate engineering-related activities with other City departments, divisions, and sections and with outside agencies.

Confer with staff regarding project priorities and programs.

Assist in preparing the operating budget.

Attend engineering meetings and conferences to keep abreast of current municipal engineering techniques.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

Principles and practices of engineering.

Modern methods and techniques used in the design and construction of a wide variety of public works engineering projects.

Modern developments, current literature and sources of information regarding the assigned area of assignment.

### **Ability to**

Make complex engineering computations and to check, design, and supervise the construction of a wide variety of public and private facilities.

Communicate clearly and concisely, orally and in writing.

Use a variety of drafting and engineering equipment.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience**

Four years experience in professional engineering work.

**Education**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field.

**LICENSE OR CERTIFICATE**

Possession of a certificate of registration as a professional engineer in the state of California.